

## Board of County Commissioners Agenda Request 23

**Date of Meeting:** June 14, 2005

**Date Submitted:** June 8, 2005

**To:** Honorable Chairman and Members of the Board

**From:** Parwez Alam, County Administrator  
Kim Dressel, Management Services Director

**Subject:** Approval of Agreement to Award Bid to C & L Associates, Inc. for Custodial Services at the Leon County Courthouse

### **Statement of Issue:**

This item seeks Board approval of Agreement awarding bid to C & L Associates, Inc. in the amount of \$340,951 for custodial services for the Leon County Courthouse for a 15-month initial service period (Attachment #1).

### **Background:**

The Division of Facilities Management administers a series of contracts for custodial services in County buildings. C & L Associates has been providing custodial services in the Courthouse on an emergency basis until the competitive bidding process could be completed. On May 5, 2005, Leon County Bid No. #BC-05-05-05-37 was opened and the results are presented to the Board for review and consideration.

### **Analysis:**

The initial term for this contract is for 15 months beginning July 1, 2005, and running through September 30, 2006. The bid was advertised locally and 237 vendors were notified through the automated vendor system. A total of 28 vendors requested the bid package, of which three vendors submitted a bid and one vendor submitted a no-bid statement (Attachment #2).

The bid specification requires that "No individuals or sub-contractors classified as independent contractors, pursuant to the United States Internal Revenue Services definition, shall be permitted to work on any part of this contract." One of the three bids, which was submitted by AME Facility Services, Inc., utilizes a subcontractor to provide the core services; therefore, its bid was considered non-responsive. The remaining two bids, submitted by Associated Services and C & L Associates, were evaluated and ranked on the basis of the established bid criteria (Attachment #3). The M/WBE office supports the staff recommendation to award bid to C & L Associates, Inc. (Attachment #4).

**Table 1- Bid Results**

| Bid Criteria                             | Point Value | Associated Services | C & L Associates |
|--|-------------|---------------------|------------------|
| Bid Amount                               | 35          | 35                  | 29.82            |
| Contractor's Qualifications & Experience | 15          | 14.94               | 14.94            |
| Operation & Management Plan              | 15          | 15                  | 15               |
| Interviews                               | 15          | 8.75                | 15               |
| Site Visit                               | 10          | 7                   | 10               |
| M/WBE Participation                      | 10          | 10                  | 10               |
| <b>Total Points</b>                      | <b>100</b>  | <b>90.69</b>        | <b>94.76</b>     |

Associated Services' bid price is \$.07489 per square foot, which is the lower of the two responsive bids, but did not score as high on their interview and site visits as C & L Associates. Staff went on a site visit at the Morgan, Lager,

John and Shaw building in Innovation Park. While the building was clean, it was not as impressive as the site visit for C & L Associates.

C & L Associates' bid price is \$.0879 per square foot. The company delivered a bound profile for the company, including their statement of qualifications, experience, operation and management plan, administrative policy and procedures, and including letters of recommendation. During the interview, C & L Associates committed to performing a complete turnaround of the Courthouse within 90 days. They gave an overview of the detailed cleaning services, and a schedule of the locations and times for cleaning. Staff received a good reference from the Deputy Marshall of the Supreme Court building during the site visit. Staff was also impressed with the level of cleaning services provided. C & L Associates has further provided staff with a specific cost break-down of their pricing for this bid (Attachment #5).

C & L Associates presently has two custodial contracts with the County, including the Libraries (Group 2) and other County buildings (Group 4). Therefore, it will have to release the contracts as specified in the bid and discussed in the pre-bid conference and with C & L Associates directly. C & L Associates will continue to provide cleaning services at other County Facilities until the contracts are re-bid.

Staff recommends awarding this custodial services contract to C & L Associates, Inc. The cost of this work, which is \$272,438 annually, or \$22,730 monthly, is within the established budget.

**Options:**

1. Approve Agreement awarding bid to C & L Associates, Inc. for custodial services at the Leon County Courthouse in the amount of \$340,951, for a 15-month period and authorize the Chairman to execute.
2. Authorize the continuation of custodial services by C & L Associates, Inc. for Group 2 and Group 4 County buildings until a new custodial services provider is selected.
3. Do not approve Agreement with C & L Associates, Inc.; however, extend C & L Associates, Inc.'s current emergency custodial services contract for four months while re-bidding these services.
4. Board Direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Custodial Services Agreement
2. Bid Tabulation Sheet
3. Bid Evaluation Scoring
4. M/WBE Statement
5. C & L Associates cost breakdown for this bid

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